

BYLAWS OF LOCAL LODGE 946
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS

NAME

This Organization shall be known as Rocket and Guided Missile Local Lodge No. 946, International Association of Machinists and Aerospace Workers.

PURPOSE

The purpose of this Union is to establish and maintain an equitable scale of wages, and to defend our rights as working men and women, to exert all honorable effort for the better conditions of labor, and to inculcate lessons of Justice and Good Will among men and women.

ARTICLE I

MEETINGS

Section 1. Regular meetings of this Lodge shall conform to the IAM Constitution. This Lodge shall hold one regular meeting each month. It shall be called on the first Tuesday of each month at 4:15 P.M. Any regular scheduled meeting falling on a recognized holiday such as New Years Day, Independence Day, etc., will be scheduled for the next following Tuesday.

When a change is necessary, it may be changed by a two-thirds (2/3) majority vote of members present at a regular meeting following approval by the International President. Notice must be posted at least 72 hours prior to any meetings.

Section 2. Fifteen (15) members present, and in good standing, shall constitute a quorum to transact all lawful business of the Local Lodge.

Section 3. Length of a meeting shall be for a period of two (2) hours. Any meeting may be extended by a 2/3 majority vote of those present, to complete any business properly brought before the Lodge. All expenditures must be acted upon in the first two (2) hours of the meeting.

Section 4. Special order of business must be posted on the Union Bulletin Boards in the Shop.

Approved: 4-8-15
Effective: 4-1-15

Section 5. Special meetings shall be called in accordance with the IAM Constitution (Article D, Section 4).

Section 6. The President may call a special meeting to discuss a report of the Negotiating Committee, to be followed by a special meeting to vote upon recommendations of the Negotiating Committee, not to exceed two (2) weeks between meetings. The Membership, or the President, may call a Special Meeting in addition to the Negotiating Committee. The President or his representative may call a meeting at any satellite facility over thirty miles from the Local Lodge with a separate Collective Bargaining Agreement (CBA).

ARTICLE II

MEMBERSHIP

Section 1. Qualifications for membership shall be in accordance with the IAM Constitution.

Section 2. Initiation fee for this Lodge shall be \$200.00.

Reinstatement fee for this Lodge shall be an amount equivalent to one (1) month's dues if a member does not have an approved honorary withdraw card.

The Reinstatement fee will be ten dollars (\$10.00) if an approved honorary withdrawal card exists.

The monthly dues of this Lodge shall be as stated in District 725 bylaws.

Section 3. Any member who has become two (2) months in arrears shall forfeit all rights to membership.

Section 4. Members, who, without fault on their own part, are unemployed for the major part of any month, may secure an unemployment stamp from the Financial Office. Qualifications shall be as outlined in the IAM Constitution.

Section 5. During a strike, no member will be granted a withdrawal card for any reason.

ARTICLE III

OFFICERS

Section 1. The Officers of this Lodge, their selection, with their duties and responsibilities, shall be in accordance with the IAM Constitution.

Section 2. President: He/she shall serve as a member of the Executive Board.

President shall appoint the necessary committees: Welfare Committee, Recreation Committee and Apprenticeship Committee. He/she shall receive \$135.00 expense money, no receipts required per month and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

Section 3. Vice President: His/her expense shall be \$25.00 per month.

Section 4. Recording Secretary: He/she shall serve as a member of the Executive Board. He/she shall receive \$100.00 expense money, no receipts required, per month and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

Section 5. Secretary-Treasurer: This is a part-time office. The office of Treasurer and Financial Secretary shall be combined as Secretary-Treasurer. The Secretary-Treasurer shall be elected. He/she shall serve as a member of the Executive Board.

He/she shall receive sixty five cents (\$.65) per full dues paying member and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

Section 6. Conductor/Sentinel: The Conductor/Sentinel shall be a combined office of the Conductor and Sentinel. He/she shall keep an attendance record of all members, elected Officials, and Representatives present at all regular and special called meetings of this Lodge. He/she shall turn all attendance records over to the Lodge President thirty (30) minutes after the meeting has been called to order for recording and safekeeping.

Section 7. Trustees: There shall be three (3) Trustees and they shall be elected. There must be two (2) Trustees' signatures on all bills to approve them.

Section 8. Installation of officers shall be at the regular meeting in January.

ARTICLE IV

REPRESENTATIVES

Section 1. Chief Steward: Each facility under Local Lodge 946 jurisdiction who have their own CBA's will have a Chief Steward. The Chief Steward will be responsible to the Local Lodge membership. The Chief Steward shall be responsible for the direction of the Grievance Committee, and Stewards. He/she shall give a report of all action taken between meetings. He/she shall be a member of the Negotiating Committee. He/she must attend, or designate a Grievance Committeeperson to attend, all Executive Board meetings.

The Chief Steward shall preside over the steward's meetings. He/she shall call a steward's meeting monthly. The Chief Steward will be elected.

He/she shall receive \$75.00 expense money per month, no receipts required, and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized Union Business. He/she shall arrange the areas of representation of Stewards with a view of keeping mileage expenses to a minimum.

(a) Chairperson, Safety Committee: The Chairperson of the Safety Committee will be responsible to the Chief Steward. The Chairperson of the Safety Committee shall be responsible for the direction of the Safety Committee. The Chairperson will be elected for a term of three (3) years. He/she shall receive \$50.00 expense money per month, no receipts required and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

(b) Committeeperson, Safety Committee: The Committeeperson of the Safety Committee will be responsible to the Chairperson of the Safety Committee. Committeepersons shall be selected by the Safety Chairperson. The Committeepersons shall receive mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

Section 2. Grievance Committeeperson: Grievance Committeeperson(s) shall be elected for all Collective Bargaining Agreements (CBA's) where that position, hours and pay to perform the job has been negotiated into the CBA and the CBA has been ratified by the membership.

He/she shall receive \$50.00 expense money per month, no receipts required, and mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on authorized union business.

They shall act as Chief Steward when the Chief Steward is absent (if a CBA does not have a Grievance Committeeperson or Stewards, then the Negotiator with the most time as negotiator shall act as the Chief Steward in his absence). He/she shall be responsible for and keep a complete file on processed grievances. He/she shall investigate all grievances possible prior to the third step. It shall be his/her responsibility to schedule all third step hearings. To fill a temporary vacancy of the Grievance Committeeperson, the Chief Steward will designate a Steward. This temporary committeeperson shall not receive any monthly salary. He/she shall also designate a temporary Steward.

Section 3. Stewards: They shall be elected according to the Company-Union agreement and District Lodge 725 Steward Rules. They will be responsible for the representation of the people in their respective zones. They shall receive mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" while on union business.

(a) The Stewards shall receive their instructions from and be responsible to the Chief Steward.

(b) Stewards may be members of the Proposals Committee.

Section 4. (a) All elected Officers, Stewards and Committeepersons who are absent from two (2) consecutive, regular Local Lodge meetings without being excused therefor shall be deemed to have resigned their office or position. Stewards at satellite locations are exempt from the attendance provision of this paragraph if their work location is thirty (30) miles or more from the Local Lodge Union Hall, however, they must submit a written request per article IV, section 5 (below).

(b) Should such Officer, Steward or Committeeperson contend the refusal to excuse him/her for such absence is improper, the presiding officer shall prefer charges against him/her charging conduct unbecoming an officer or member on the basis of his/her absence without excuse found acceptable to the Lodge and he/she shall be tried in accordance with the applicable provisions of the IAM Constitution.

(c) Any Officer, Steward, or Committeeperson removed from his/her position shall not be eligible to run for any office or position for a period of one (1) year.

Section 5. Any member in good standing who meets the eligibility requirement may run for office or position, and be required to attend meetings per Article VII, Section 2, and Article VII, Section 9.

In order to be excused from a meeting attendance, a member must submit his/her request in writing, dated and signed by the member who is requesting to be excused, to the President of Local Lodge 946 within ten (10) calendar days of the meeting missed by the member. Only the following excuses shall be considered acceptable:

working at the plant; out of town on company business; on authorized union business; on vacation, illness requiring hospitalization of self or member of immediate family; confinement at home under a doctor's care; a death in the immediate family; on military leave or on jury duty. A member on an authorized medical leave of absence must submit his/her excuse in writing to the President of Local Lodge 946 within ten (10) calendar days after he/she returns to work.

Union bulletin boards will contain current notices only. It shall be the responsibility of the day shift steward to post all notices from the Local Lodge, and/or job openings from the company. He/she shall be notified by the Chief Steward when notices have been received from the Local Lodge and/or company and will post same.

ARTICLE V

COMMITTEES

Section 1. Proposals Committee: The Proposals Committee shall consist of all of the Stewards (if a CBA has only a Chief Steward then the committee shall include all Negotiators). They shall gather and screen all information in regard to contract proposals. After filing this information by Articles, they will turn this information over to the Negotiating Committee. Satellite locations, with their own CBA's will conduct their business at the satellite sites if their work location is thirty (30) miles or more from the Local Lodge. Briefings to the membership will be accomplished at the satellite location if their work location is thirty (30) miles or more from the Local Lodge.

Section 2. Negotiating Committees shall consist of the appropriate Chief Steward and the number of elected negotiators dictated by the separate CBA.

Additional facilities organized and placed into Local Lodge shall have a minimal of two (2) negotiators, with one (1) negotiator for each additional one hundred fifty (150) members or portion thereof.

Duties: They shall receive from the Proposals Committee the information that they have compiled. This information shall be screened and catalogued as to the articles they pertain to. After careful consideration of the proposals submitted to them by the Stewards, the Negotiating Committee shall bring before the membership a finalized report for approval of those articles they propose to negotiate.

While in negotiations, this Committee shall give a report to the membership at any regular or special called meeting or special Order of Business.

During contract negotiations, all elected members of the Negotiating Committee that are available, and not absent due to vacation, sickness or some other emergency, shall be present during all discussions of Wages, Pensions or Economic Benefits. Subcommittees discussing issues other than Wages, Pensions and Economic Benefits will include at least two (2) elected members of the Negotiating Committee.

Satellite units that are more than thirty (30) miles from the Local Lodge Union Hall are exempt from the three preceding paragraphs. They are allowed and encouraged to organize their own Proposals Committee and report to their local membership activities as necessary and as referenced elsewhere in these bylaws.

Section 3. Bylaws Committee: This Committee shall consist of six (6) members appointed by the President.

Section 4. Executive Board Committee: This Committee shall consist of seven (7) members; the President, Secretary-Treasurer, Recording Secretary, and four (4) elected.

Duties: The Executive Board, at its first meeting after the election in December, shall elect from its members a Chairperson and a Secretary. The Executive Board shall deliberate and make recommendations to the Lodge on such matters referred to it by the Lodge.

Any member can, through a letter to the President, have a member summoned before the Executive Board. The President shall inform both parties as to the date, place, and time of this meeting. The Executive Board shall hear both parties' statements. They shall make a recommendation as to whether or not a trial committee be selected. This shall be in accordance with the IAM Constitution. No member elected to the Executive Board shall serve on any trial.

It shall have authority to act in certain instances where such authority is specified and delegated by the Lodge. The Executive Board may initiate under the head of New Business, anything for the good and welfare of the Lodge, by presenting the same to the Lodge at its regular scheduled meetings. The Chief Steward or Grievance Committeeperson must attend all Executive Board Meetings. The Secretary of the Executive Board shall keep a record of all business brought before it and shall prepare a report of all recommendations and action of the Board for the consideration of the Lodge at its next regularly scheduled meeting. This Board shall meet a minimum of once a month. If additional meetings are required, the Chairperson shall call and schedule them. The Executive Board shall be responsible for setting up an efficient operation of the Local Lodge paper.

Expenditures of this Board shall not exceed \$200.00 without the approval of a majority of the members present and voting at a regular meeting.

This Committee shall make a report at all Lodge meetings.

The Chairperson and Secretary of the Executive Board shall be chosen from the seven (7) members of the Executive Board.

Section 5. Election Committee: Three (3) members shall be nominated and elected at the regular meeting in March. They cannot accept nominations or appointments for any other position without first resigning.

Duties: Shall make up and see to the printing of the official ballots. Shall investigate the eligibility of all candidates. Will work with the Recording Secretary in handling of all absentee ballots according to the IAM Constitution.

This Committee shall also act as inspectors for the Grand Lodge elections. Absentee ballots shall be made available for all constitutional Officers and non-constitutional representative's elections, including Chief Steward, but excluding Stewards.

They shall be responsible for an efficiently run election and the tabulation of the ballots. Tellers shall be appointed by the President and paid appropriate rate of pay.

Any candidate for office or position in this Lodge shall be entitled to a recount of votes cast in any election whenever the number of votes separating the leading contenders is less than ten (10) votes, providing that the following conditions are met.

1. The request for recount must be in writing to the President of the Local Lodge.
2. The request must be delivered to the Local Lodge Hall no later than forty-eight (48) hours after the official results of the election have been announced by the election official.
3. The request must be signed by a candidate for the office in contention. It shall be the responsibility of the election committee to mark the date and time on the election results in order that Section 2 (two) above may be complied with.

Nothing in these bylaws shall conflict with the provisions of the District Bylaws or the IAM Constitution.

Section 6. California Conference of Machinists: The membership shall choose representatives from the Local Lodge to represent them at these functions if it is determined as being in the best interest of the majority of members. There shall be a maximum of four (4) delegates sent to any meeting or conference. The President may approve any member's written request to be a delegate at no cost to the Local.

Section 7. Sacramento Labor Council: The President shall appoint members to serve as delegates to the Sacramento Labor Council unless contrary to their bylaws. Satellite units are encouraged to obtain appointments to their local labor councils.

Section 8. District Delegate: They shall be elected. The membership shall elect District Delegates and alternates per Article IV of the District Bylaws. Nominations shall be at the first regular meeting in the month of November, and elections shall be held at the first regular meeting in the month of December every four years. There may be (1) Alternate Delegate for each Delegate.

Section 9. Community Service Chairperson will be appointed by the President. He/She shall assist in the welfare of our members who have encountered illness and/or death in the family, attend funerals, purchases cards, sets up clothes closets, works with the AFL-CIO and United Way in the feeding of the homeless and the less fortunate. He/She is the facilitator of the annual toy drive and other charitable events. He/She shall receive \$50.00 per month, no receipts required.

ARTICLE VI

FUNDS

Section 1. A petty cash fund of \$100.00 will be erected and maintained for the convenience of the Secretary-Treasurer and the benefit of the Lodge. It will not be necessary to acquire the Lodge's approval for disbursements of \$25.00 or less. All funds expended from this fund must be reported to the Lodge at the next regular meeting after expenditures are made.

Section 2. Any motion authorizing an expenditure in excess of \$3,000.00 shall not be acted upon, unless prior notice has been given to the membership concerning such motion. Any such motion shall be presented to the membership for discussion and debate for inclusion in the meeting notice; or, such motion may be introduced at a regular meeting and acted upon at the next regular or special meeting. Notice must be given to the membership by means of meeting notices placed upon the Union Bulletin Boards, or such other means of communication that may be accepted by this Lodge.

Nothing in the foregoing shall be construed to prevent payment of the regular bills of the Lodge as approved by the Trustees in accordance with our Bylaws.

Any change in the dues structure shall only be made once a year in accordance with District 725 bylaws.

Section 3. This Lodge shall maintain, under separate accounting, a Strike Fund for the sole purpose of paying weekly benefits to all members involved in a sanctioned strike, in the observance of the picket lines of another organization's sanctioned strike, or by being victimized by a company lockout.

This benefit shall start with the payment of Grand Lodge benefits and shall be paid for each full week the strike continues. Members on strike shall receive \$70.00 per week benefits.

In order to be eligible, members shall be free of arrearages to the Local Lodge and shall have performed all duties assigned to them by those in charge of the strike.

The money in this Strike Fund shall be the only funds available for this benefit, and this Fund shall not be used for any other purpose, including any other expenses incurred during the course of the work stoppage, such as operating and maintaining picket lines.

The regular monthly dues of the Lodge shall be increased by three dollars (\$3.00) and all monies collected shall be promptly deposited in the Strike Fund.

On November 1, 1991 suspend the \$3.00 strike fund assessment indefinitely. Reinstatement of the \$3.00 assessment will be accomplished by normal by-law change procedure only.

ARTICLE VII

GENERAL

Section 1. The following list of offices and positions cannot be held simultaneously; Secretary-Treasurer, Recording Secretary, President, Chief Steward, Grievance Committeeperson, Zone Stewards, Vice President, Conductor/Sentinel, Trustee, and Safety Committee Chairperson, except that Local Lodge officers will be allowed to hold Zone Steward positions.

Negotiating Committee may be held simultaneously by any member in good standing that is not already a member of the Negotiating Committee.

No 'appointed' position, or officer(s), or representative(s) shall have super seniority while acting in any capacity of this Lodge.

All officers and representatives must be elected by the Local membership in order to hold super seniority as called out in the current Company-union Agreement.

All representatives, except for (Area) Stewards, (identified in contract as Stewards), will be nominated at regular meetings at the Union Hall. Elections for all representatives, except (Area) Stewards, will be held at the Union Hall. This applies to all regular and partial term elections and nominations for these representatives. Collective Bargaining Agreement's (CBA) more than 30 miles from the Union Hall, or under other circumstances (determined by the district) may have elections for in-plant representatives

(only) at, or close to, the Company where the CBA exists. In-plant representatives are considered; Stewards, Chief Stewards, Safety Committee Chairpersons, Negotiators, etc. (non-constitutional officers).

Section 2. Eligibility for elected terms of Negotiating Committee(s), Safety Committee Chairperson, and Union Officers:

A - Any candidate must be a member in good standing and must have attended at least 50% of regular and special called local lodge meetings for the one (1) year period preceding the month of nominations.

B - Excused absence by the President will be considered as acceptable per Article IV, Section 5.

C - All Officers will be elected for a term of three (3) years.

D - Negotiating Committee(s) and Safety Committee Chairperson(s) elections will occur in December of the year in which their contract negotiations occur.

Section 3. Eligibility and guidelines for the elected terms of AIn-Plant@ Representatives (Chief Steward, Grievance Committee Person, and Stewards) is as identified in the District 725 Steward Rules and as follows:

A - Chief Steward(s) and Grievance Committeeperson elections will occur in December of the year in which their contract negotiations occur.

B - Stewards elections will occur in March in the year following their contract negotiations.

Section 4. All Officers and Stewards of the Lodge, at the expiration of their terms of office or in case of removal or resignation, shall turn over to their successors in office, all books, papers, vouchers, funds or other property belonging to the Lodge.

Section 5. An attendance record of all the lodge Officers shall be posted on the Lodge Bulletin Board. This record to be kept current.

Section 6. Any change of policy or procedure agreed to by the Company and the Union which affects any area or zone must have the approval of 2/3 of the members involved. This must be agreed to and signed by the Steward, and Chief Steward, (if a CBA has only a Chief Steward then the Negotiators shall be used in place of the Steward), and

each signer will retain a copy and be available to the membership. This petition to be circulated to every person concerned for his/her approval or disapproval.

Except for Article XV of the Aerojet Propulsion Labor Agreement, any change of wording in any job description or the writing of a new job description, must be submitted for approval by a simple majority of the members of that specific CBA attending a regular or special called meeting, along with its promotion and regression ladder and rate range, also any letters of intent regarding that same job description. This paragraph applies only to Aerojet Propulsion and Aerojet Fine Chemicals Labor Agreement.

Section 7. All Corporate Letters of Understanding shall be put on the Local Lodge website until it no longer applies and then archived, and it shall also be posted on the union bulletin boards for no less than 30 calendar days.

Section 8. All lost time incurred by this Lodge must be reported at each regular meeting. This lost time to be categorized, as to administration or enforcement.

Also, a report must be made as to the expenditures and progress or completions of all arbitration cases.

Section 9. In the event any Officer, Executive Board member, or Delegate absents himself/herself from two (2) consecutive, regular meetings of this Lodge without being excused therefor, and if there is no controversy as to the refusal to excuse being proper, such Officer, Executive Board Member, or Delegate shall be deemed to have resigned his/her office. The vacancy shall be filled by appointment by the presiding Officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor.

(a) Should Officer, Executive Board Member, or Delegate contend the refusal to excuse him/her for such absence is improper, the presiding Officer shall prefer charges against him/her, charging conduct unbecoming an Officer on the basis of his/her absence without excuse found acceptable to the Lodge, and he/she shall be tried in accordance with the applicable provisions of the IAM Constitution.

Section 10. The Apprenticeship Committee shall be made up of the journeymen in the trade. They will be appointed by the President.

Section 11. All amendments to these bylaws must be submitted in writing to the President of the Local Lodge (who shall deliver them immediately to the Chairperson of the Bylaws Committee) at the latest Local Lodge meeting, regular or special, in January and/or August of each year. The Executive Board can call for the bylaw amendment process to be carried out a second time each year beginning in January and/or in August.

The format for submitting bylaw proposals shall be:

1. One bylaw per page.
2. See "Proposed Amendment to the Bylaws" format on the last page.
3. Present bylaw Article/section/language at top of proposal page.

4. Proposed new bylaw Article/section/language will be on the same proposal page underneath the "present" bylaw language. The proposed bylaw change will include present language not being changed and new proposed language, with the new proposed language/change underlined.

The President will not accept bylaw proposals not submitted in this format.

The Bylaw Committee shall elect a chairperson who shall call such meetings as necessary. The Bylaw Committee shall study and make recommendations of concurrence or non-concurrence on all proposed amendments. The Bylaws Committee recommendation for each proposed amendment will be on the proposed amendment copies handed out to the Local Lodge members in the regular or special meetings to vote on the proposed amendments.

At the succeeding Local Lodge 946 regular or special meeting in February and/or September of each year, the bylaws Committee Chairperson shall cause to be read all pending proposed amendments. No discussion of or voting on the proposed amendments shall take place at these meetings. The bylaws Committee Chairperson shall have a copy of all pending proposed amendments, in their entirety, available for each Local Lodge member as he/she enters such meetings where proposals will be read.

Under a special order of business (subject to a 2/3 majority of those voting and a quorum being present) at the succeeding March and/or October regular or special Local Lodge meetings following the meeting at which the proposed amendments have been read, there shall be a second reading and discussion followed by voting on proposed amendments. The Committee Chairperson shall have a copy of all pending proposed amendments in their entirety available for each Local Lodge member as he/she enters such meetings where proposals will be voted.

"Within seven (7) calendar days after date of Local Lodge 946 approval of any proposed amendments the Local Lodge Recording Secretary shall have sent same proposals to the International President for approval."

Section 12. The Recording Secretary shall keep a copy of these bylaws and all amendments as may be added or repealed.

The Local Lodge 946 Recording Secretary shall present to the Bylaws Committee Chairperson or Recording Secretary, an exact copy of all past and current minutes relating to these bylaws. Such copies shall be forthcoming from the Local Lodge Recording Secretary not later than seven (7) calendar days of any regular, special or committee meeting.

Section 13. These bylaws shall take effect upon their adoption and the approval of the International President. All former bylaws, resolutions or amendments are hereby repealed. A written copy of all correspondence from the Grand Lodge to Local Lodge 946 or from Local Lodge 946 to Grand Lodge relating to these bylaws shall be presented to either the Bylaws Chairperson or Bylaws Recording Secretary. Within thirty (30) days of receiving approval from the International President the Recording Secretary shall deliver a validated, corrected copy of the Local Lodge bylaws to the Chief Steward at each operating location under the Local Lodge jurisdiction.

Section 14. Any candidate for an office or position in this Lodge, and such office or position is voted upon by the Local Lodge 946, and any member supporting such candidacy desiring to distribute material or posting same relative to such candidacy shall sign one (1) copy and furnish to the Election Committee the same prior to such distribution and/or posting of campaign material.

Nothing herein shall infringe on any right to distribute or post such material, but fix the responsibility for such distribution or posting.

Compliance with these bylaws assures all members of fair and honest information submitted to the membership.

Section 15. Any member in violation of these bylaws shall be required to appear before the Executive Board and a report made to the Lodge by the Executive Board as to the violation.

Section 16. Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of District 725 Bylaws or the IAM Constitution. All matters arising and not specifically covered by these bylaws shall be governed by District 725 Bylaws or the IAM Constitution and will not conflict with Federal or State Laws.

Section 17. The only means of entering a meeting will be by presenting a paid-up dues book in accordance with the IAM Constitution.

Section 18. The attendance record will be the only method of determining who can be qualified to have attended regular or special called meetings.

Section 19. All Company union bulletin boards shall be plainly marked as to zone number. Satellite sites without zone numbers will be exempt from the provisions of this paragraph.

Section 20. Election ballots shall be distributed by zone number and Steward Ballots shall contain only the names of nominees from one (1) zone. The shift shall be clearly defined as days, swing, graveyard or combinations. Satellite sites without zone numbers will be exempt from the provisions of this paragraph.

Section 21. It shall be the policy of this Lodge to encourage voluntary participation in conferences and conventions related to the Labor Movement whenever this can be accomplished without cost to the Lodge. No person shall be reimbursed for lost time, travel expenses or per diem when acting in this capacity unless prior appeal has been obtained by membership action.

Section 22. Any trip where lost time and/or any expense of the Local Lodge will be incurred must be approved by the membership before lost time and/or expense occurs. If an emergency should occur, the Executive Board may authorize an expenditure up to \$1,500.00 and must make a full report to the membership at the next meeting.

Section 23. All Officers, Representatives, Committeepersons and Stewards will be elected to office for a term of three (3) years.

Section 24. All officers, employees, or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Lodge shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

Section 25. All Officers, Representatives and Committeepersons allowed mileage under these bylaws may receive mileage reimbursement equal to the IRS allowable "Standard Mileage Rate".

All requests for payment of mileage must be presented to the Secretary-Treasurer in writing on the proper forms no later than the 10th of the month following the month in which the expense is incurred.

Section 26. All out of town trips will be paid at air coach section of aircraft or mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" whichever is the lesser in expense to Local 946.

Mileage at the rate of mileage reimbursement equal to the IRS allowable "Standard Mileage Rate" from delegate's home to airport and return, one round trip, will be paid. If delegate parks vehicle at airport and pays parking, he/she will be reimbursed when he/she returns with presentation of receipt of payment.

On arriving at destination and no limo or bus service is available, and delegate has to go to site of conference, etc., by taxi, he/she will be reimbursed upon his/her return for taxi fare with presentation of receipt or proof of payment.

Per Diem will be paid per the IRS Federal guidelines. Members attending Placid Harbor seminars shall receive per diem only on travel days.

If the delegates choose to leave earlier than the time determined or return later than the time determined, he/she shall do so at his/her own expense for the additional time and make his/her own travel arrangements.

Section 27. The President (and/or) his designee will be required to attend the funeral services, within a one hundred mile radius from the Local Lodge, of a member in good standing on behalf of the Local Lodge 946. Lost time, travel expenses to be paid from General Account.

Flowers for the funeral services of a full dues paying member to be paid from General Account not to exceed seventy-five (\$75.00) dollars.

**Approved For and in behalf of
International President**

A handwritten signature in cursive script, appearing to read "Robert Mackay Jr.", written in black ink.